

**APPLICATION CHECKLIST**

- \_\_\_\_\_ Parental Consent Form if under 18 years of age.
- \_\_\_\_\_ State Certified Copy of Birth Certificate. *(Not a Hospital Certificate or State Notification of Birth Registration.)*
- \_\_\_\_\_ Photo ID and proof of residency
- \_\_\_\_\_ Social Security Numbers
- \_\_\_\_\_ Last Previous Marriage - Death Certificate, Findings & Conclusions of Final Divorce Judgment, or State Annulment.
- \_\_\_\_\_ Date of Wedding, officiant's name; county; and city, village or town in which the marriage will occur.
- \_\_\_\_\_ Correct spelling of parents' legal names: First, Middle and Last *(maiden name for mother)*
- \_\_\_\_\_ \*\$75 Application Fee if applied for 6 (business days) to 30 days prior to the wedding date; or  
 \*\$100; \$75 Application fee plus \$25 waiver fee if license is applied for 0-5 days prior to wedding date.

**Certified Documents from the Register of Deeds:** Copies of Birth Certificates, Death Certificates and Marriage Certificates are available from the county where the event occurred.

**Divorce Judgments from the Clerk of Courts:** Copies of final Divorce Judgments are available from the county where the event occurred.

**Information Regarding MARRIAGE LICENSES**

**Jill M. Lau  
County Clerk  
Door County**

**To Contact Us**

**Phone: (920) 746-2200**

**Fax: (920) 746-2330**

**e-mail:  
jlau@co.door.wi.us  
www.co.door.wi.gov**

**Door County Judges:**

**Judge Peter Diltz.....(920) 746-2280  
Judge D. Todd Ehlers.....(920) 746-2280**

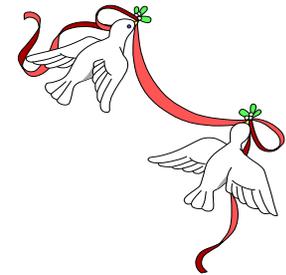
**Door County Court Commissioners:**

**Atty. Philip Johnson.....920) 743-2211  
Atty. Victor Dana Brooks (920) 743-8485  
Atty. Randall Nesbitt.....(920)-743-6505  
Atty. Trudy Toft.....(920)743-9231  
(Ret) Judge Robert Hawley.920-252-2544  
Jennifer Moeller.....920-746-2482**

*Revised 3/24/12*

*Door County  
Wisconsin*

**MARRIAGE LICENSE  
INFORMATION**



*JILL M. LAU  
COUNTY CLERK  
421 Nebraska Street*

*Sturgeon Bay, WI 54235  
(920) 746-2200*

## WHERE TO APPLY

Door County Clerks Office (Rm A113)  
Government Center - Lobby Level  
421 Nebraska Street

Marriage Licenses are issued weekdays, BY APPOINTMENT, between 8 a.m. and 4 p.m. *The marriage license application process takes approximately 15-20 minutes to complete. If you are coming late afternoon, we ask that you arrive no later than 4 p.m. in order to allow enough time for processing*

Closed Saturday & legal holidays.

## WHEN TO APPLY

Application must be made at least 5 **FULL** business days before ceremony since a 5-day waiting period is required before license can be issued. **License is valid for 30 days from issuance date.**

Special Dispensation: *A 5-day waiting period is required by law, but may be waived for an additional \$25.00 fee.*

## \*FEES:

\*\$75.00 is the marriage license fee. There is an additional \$25.00 fee to waive the waiting period.

## AGE:

Any person who has attained the age of 18 years may marry. If a person is between the ages of 16 and 18 years, the license will be issued only with written consent of parents, guardian or custodian. Parents must be present in County Clerk's Office to fill out consent forms.

## REQUIREMENTS:

- A. Both applicants must apply, together, in person.
- B. Applicants must present a **CERTIFIED** copy of their **birth certificate**, with a raised seal affixed by the Register of Deeds. [S.S. 765.09(3)] If the Birth Certificate is in a foreign language, it must be translated in English and certified by a translator – No Exceptions.

*(Hospital Birth Certificates and State Notification of Birth Registration are **NOT** acceptable; they are not legal documents).*

- C. If previously married, present signed copies of judgment of divorce, court annulment papers, or death certificate, *in English*, from last marriage. Divorce must be final a minimum of 6 months.
- D. Name of officiant, date, and location of ceremony. *(If using a judge, the judge must be from Wisconsin)*
- E. Social Security Number.  
(Cannot issue Marriage License without number)
- F. Documentary proof of identification and residence. Each party must present photo identification *(driver's license, passport, alien card, school ID, etc.)* and documentation showing a correct address for proof of residency *(drivers license, rent receipt, checking account, utility bill, etc. Must be over 30 days old).*

Note: A pre-marital physical or blood test is not required in Wisconsin

## RESIDENCY:

Wisconsin applicants must apply in the county where one or both parties has resided for at least 30 days. Out-of-State applicants must apply in the Wisconsin County where the ceremony will be held.

## PERSONS WHO MAY NOT MARRY:

- Blood relatives who are nearer of kin than second cousin, except when the female is 55 years of age or older.
- Persons who are incompetent.
- A person under the age of 16.
- Persons who have not been divorced for six months, whether the divorce was granted in Wisconsin or elsewhere.

## CEREMONY:

OFFICIALS: Judges of court of record, Ordained Ministers, Priests, and Family Court Commissioners may perform the ceremony.

WITNESSES: Two witnesses, age 18 or over, are required in addition to the person officiating, but do not have to be in the wedding party.

## VALIDITY

Non-Residents: Marriage in Wisconsin of non-residents who are prohibited from marrying in the state of their residence is null and void.

Out-of-State: Marriage of Wisconsin residents in another state is null and void if such marriage would be prohibited in Wisconsin.